



STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
PO BOX 9106
AUGUSTA, MAINE 04332-9106

**CERTIFIED MAINE ASSESSOR & CERTIFIED ASSESSMENT TECHNICIAN EXAMS
REGISTRATION FORM FOR AUGUSTA, NOVEMBER 9, 2016**

Exams for prospective Maine Property Tax Assessors will be held on **Wednesday, November 9, 2016** at **Maine Department of Public Safety, Office of State Fire Marshal, Florian Hall at the Central Maine Commerce Center, 45 Commerce Drive, Augusta, Maine (Please note new location)** **Directions:** entering Augusta from the south on the Interstate, take Exit 112B (Augusta/Belgrade); from the north on the interstate, take Exit 112 (Augusta/Belgrade); bear right onto route 27 and go approximately 1.2 miles and turn left into the Commerce Center. Florian Hall is in the third building on the right (a long one story building with a radio tower, past the four story brick Maine Revenue Services building.) You may park anywhere in the parking lot. Come through the front doors near the flags. Walk through doors and down hall and look for the LCD screen (straight ahead). The entrance to Florian Hall is adjacent to the reception window under the LCD. Please plan to arrive early as exam will begin promptly at **8:00 am** and end promptly at **5:00 pm** with a one hour lunch break from 12:00 to 1:00.

There will be two examinations as follows:

1. **CERTIFIED MAINE ASSESSOR ("CMA").** This is a five-part exam. A minimum score of 70% on each of the five parts is required in order to pass the exam. Part 1 of the exam is passed out first and must be completed before receiving parts 2-5. Part 1 of the exam runs from 8:00 am until 12:00 pm and covers Maine property tax law with 25 mostly multiple-part questions, which generally may be answered with one or more short sentences. Reference materials are provided for this open-book part which has a four-hour time limit. Parts 2-5 each contain 50 multiple choice questions of a general information/problem solving nature.

2. **CERTIFIED ASSESSMENT TECHNICIAN ("CAT").** This five-part exam is neither as comprehensive nor as technical as the CMA exam and requires the examinee to score an average of at least 70% on the entire exam. Each part contains 50 multiple choice questions of a general information/problem solving nature.

ALL NECESSARY REFERENCE MATERIALS WILL BE PROVIDED. **Only pencils and calculators will be permitted in the testing room. No cell phones!** Calculators should be battery-powered (bring fresh batteries) as the availability of electrical outlets cannot be guaranteed. We recommend you bring an extra calculator, in case your primary calculator suffers a malfunction. People are discouraged from bringing any food or drink into the building but there is a café/snack bar on site for your convenience. *Please arrive promptly as this is a timed exam that will begin and end as scheduled.*

Registrations must be completed and returned with a \$25.00, non-refundable exam fee no later than **Tuesday, November 2, 2016**. The fee for late registrations, if accepted, is \$30.

PLEASE NOTE LOCATION FOR THIS EXAM

Make check or money order payable to: **Maine Revenue Services**. Submit this form with the exam fee **no later than November 2, 2016** to:

Maine Revenue Services - Property Tax Division, Attn: Jeff Kendall, P.O. Box 9106, Augusta, ME 04332

TYPE OF EXAMINATION: CMA ☐ CAT ☐ (CHECK ONLY ONE)

Name: _____

Address: _____

Home Phone: _____ Fax Number: _____

Work Phone: _____ Email Address: _____